

**Management Council**

**Thursday, February 24th, 2022**

**10:00am -11:00am, Zoom**

**Meeting Notes**

**Attendance:**

Erik Sorensen, Irene Gonzalez-Herrera, Paul Chown, Molly Blakemore, Michael Perkins, Heidi Bareilles, Colin Trujillo, Kevin Carter, Prudence Ratliff, Jordan Walsh, Anthony Finck, Michele Schneider, Kintay Johnson, Bob Brown, Julia Morrison, and Montel Vander Horck.

**Approval of Minutes**

Jordan Walsh moved to approve the minutes, Michael Perkins seconded

**Follow-up on Outstanding Questions from January Meeting**

* Commencement is planned to be held in person this year.
* Due to the construction of the new Creative Arts building the LRC evacuation location is now located next to the theater by the log in the grassy area.

**MC Vice President Nominations**

* There have not been any volunteer nominations sent to Erik for the Vice President position. A survey will be sent to the group asking for nominations.
* The president had asked Erik to start providing regular Management Council updates at the board meetings, this is not immediate but will begin in the next few months.

**Committee/Departmental Reports**

* Molly Blakemore, Marketing and Communication
	+ The permanent Graphic Designer, Cicely has given her notice and will be leaving at the end of March. Molly is working on getting a temp in the meantime.
* Pru Ratliff, ACE
	+ The Community Ed Cannabis Business Training Program in coloration with Project Trellis, was filled in one day, the program will most likely run again around mid-July. The first truck driver information meeting happened this week. We are continuing to offer classes in the Humboldt County Correctional Facility, they are asking for more and different classes. The classes will run via correspondence thought the summer. Pru is still working on getting the free childcare set up for the Adult Ed classes at the downtown site with hopes to be ready in the next few weeks.
* Mike Perkins, Law Enforcement Training Academy
	+ There was as brief meeting with key members to start building training for the EOC, Emergency Operation Committee, and then there will be a push to all staff and faculty for active shooter type event. We are looking at an EOC training day later in the spring and then something for everybody closer to summer.
* Erik Sorensen, IT
	+ Erik mentioned a few members of Management Council are finishing up CERT, Community Emergency Response Team, training later this week. Erik encouraged the rest of the group to participate in the training when it happens next, and to encourage any of your staff to participate.
		- Molly Blakemore commented that she just finished a FEMA Public Information Officer Training and is happy to hear about the upcoming EOC training.
* Jordan Walsh – EOPS
	+ Jordan mentioned EOPS is looking for a new Assistant Director. Jordan will be departing from the college and will not be applying for the permanent position.
* Bob Brown, Athletics
	+ Bob mentioned that CR may be hosing one or two home games, this is good news in the sense that our basketball teams were successful. CR may also have our first player in 10 or so years that may be an automatic allstate. For anyone interested in watching our baseball games this weekend, we are dealing with some COVID protocol issues so look for updates on whether or not we will actually be playing the games.
* Kevin Carter, Facilities
	+ Kevin mentioned the Facilities Planning Committee is in beginning stages of updating the Facilities Master Plan, and will be having a meeting next week and are discussing having a presentation form our consultants to kick off planning with that group. Feel free to reach out to Kevin if you would like zoom information for that meeting.
* Irene Gonzalez Herrera, Multicultural and Diversity Center
	+ Irene introduced herself to the group and gave an update regarding her role regarding the Student Equity Plan which is due November 30th. During the next months she may reach out to the various departments on campus to collaborate. Irene also mentioned that Kintay is the new director for the Multicultural and Diversity Center.
* Kintay Johnson, Multicultural and Diversity Center
	+ Kintay discussed his new role and his participation in the Senate Multicultural and Diversity Committee. Part of what was passed out in the last MDC meeting was as series of prompts the committee is hoping can help facilitate discussions around multicultural issues and bring awareness on how we can work on those issues in the various committees we sit on as managers. Kintay asked if he could share the prompts with the group and if anyone has questions or feedback they can contact Kintay. The goal of the prompts are to reduce barriers and ensure our conversation are mindful regarding who will be most impacted around the decisions we are making.
* Erik Sorensen, IT
	+ Erik mentioned he has placed the order for the tech related items requested through HERF. There are a lot of computers coming for the LRC and wireless gear to improve the wireless on campus, including adding extra access points. IT will be working on this project during the summer and most likely into fall as well. Regarding wireless access points we are moving everything over to the Cisco Meraki, the cloud based system that will allow more devices to connect. IT is in the process of hiring a new technical support person. The email migration is pretty much finished. Some old account were changed to shared mailboxes so we don’t have to pay licensing on them. If you have mailboxes and they are not working please let Erik know and he will address the situation. For those who were accessing email on your phone and are no longer able to do so, delete the app and re-install it and then log back in and you should be good to go. Tomorrow there will be a webserver update, between the hours of 6am – 8am.
	+ Pru asked if this server migration will eliminate the old material people find when they search for classes via Google.
	+ Erik mentioned how Google cache pages. If you find this happens send the specific link to Brian to have the page deleted. Erik mentioned it is our responsibility to ensure our websites are up to date.
* Accident Investigation Process, VP Julia Morrison
	+ Julia referred to the Accident Investigation Guide as well as the Injury Report Forms sent to the group via email. We do currently have a one page injury report form but the thought is that we will be replacing the form with this more detailed accident investigation report. Some of it is not going to be applicable for all situations as it is very broad to cover a lot of different industries. The idea of this form is to capture what happened with the injury or illness and try to figure out the root causes to see if there is anything we can do to prevent it from happening in the future and to document the details in the case there is a claim. A training can be provided if this group thinks it is necessary. Julia asked is anyone had questions
	+ Bob mentioned the form talks quite a bit about PPE. Will this affect our COVID protocols regarding every time we get a positive COVID case?
		- Julia replied that she would like to talk with Kristy Seher and Cindy, our new COVID manager to see how we are currently doing some of that reporting. Some of this may already be done by the payroll and COVID manager.
	+ Pru asked if this is the same form to be used for students.
		- Julia replied this is will be used for students and she will verify with Kristy Seher and Keenan.

**Future of in-person MC meeting**

* Erik wanted to gauge the group’s comfortability with attending future meetings in person. A survey will be send out to gauge interest.

**Future Agenda Items**

* CSEA appreciation BBQ.